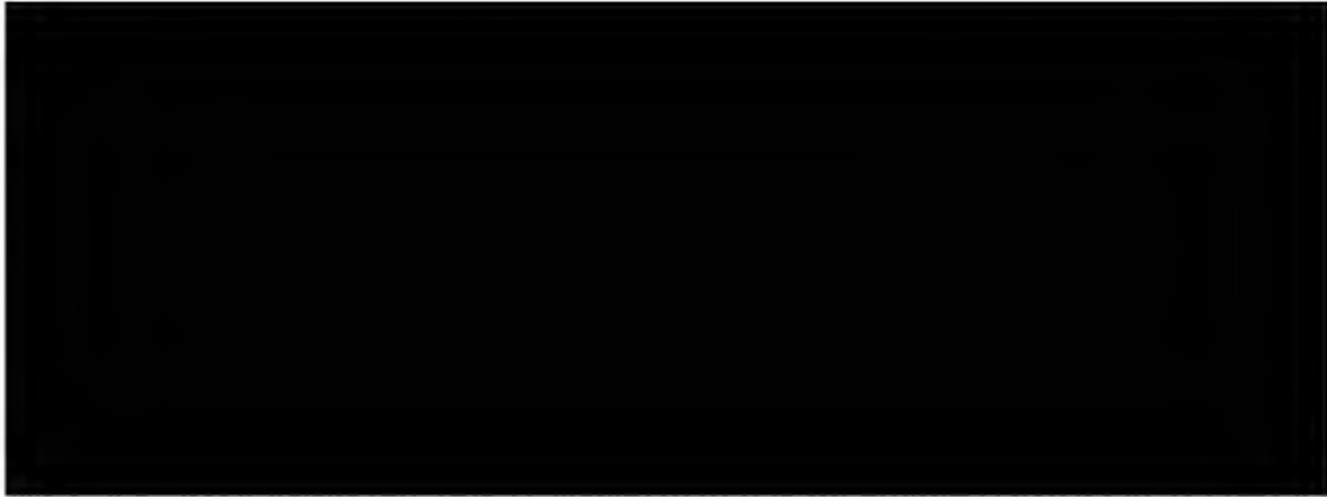


25X1A

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25X1A 5. Retirement and Financial Planning Seminars: The Financial Planning and the Retirement Information Seminars given last year are currently being reviewed to determine what should be retained, added or eliminated from the programs. Since an increasing number of spouses of the Agency employees are involved in their own careers, consideration is being given to presentations on Social Security, Individual Retirement Accounts and KEOGH Plans in the Financial Planning Seminar. A preliminary search is underway to find a keynoter for the Retirement Information Seminar to replace [REDACTED] spoke on "Self-Actualization For A New Life Road" [REDACTED] has been on our program for the past three years and has expressed a desire to have a break this year. We are also seeking an effective speaker on "Continuing Education in Retirement." We are in the process of developing leads at the Northern Virginia Community College and George Mason University. (U)

25X1A

25X1A 6. Shorthand Tests: We will conduct a special shorthand test at 9:30 on 5 April for approximately ten students who have recently completed an Office of Training sponsored shorthand course. [REDACTED] who teaches the class, also plans to attend the testing session. Members of the Clerical Staffing Branch plan to discuss the testing and the results of the testing with [REDACTED] as part of a continuing effort of looking at our testing procedures. (U/AIUO)

25X1A

25X1A 7. GEHA: On 29 March 1979, an organizational meeting of the newly elected 1979/80 GEHA Board of Directors was conducted by [REDACTED] the GEHA President. Only two of the nine Directors are incumbents, consequently, much

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of the meeting focused on orienting the new members to GEHA. [REDACTED] briefly outlined the mechanics of how GEHA operates and the responsibilities of the Board members. He will provide an indepth GEHA briefing within the next few weeks. During the meeting, [REDACTED] was nominated and unanimously elected as the new Chairman of the GEHA Board of Directors. It was decided that nominations to the GEHA investment committee would be held in abeyance pending further discussion by Board members. (U)

25X1A

25X1C

25X1C

[REDACTED]
[REDACTED] We expressed our appreciation to them for their efforts in handling our moves and advised them that our volume would exceed that of last year primarily due to the late start in implementing the procedure in 1978. (U)

9. Regulations: We revised and sent to the Records Control Branch for publication:

25X1A

a. [REDACTED], Casualty Planning for Certain Activities to include an outline of Casualty Planning Information Requirements.

25X1A

b. [REDACTED] Central Emergency and Locator System. (U)

10. Rehired Annuitants: See attached report. (S)

COMING EVENTS

Lt. Colonel Michael J. Butchko from the Department of the Air Force will be the guest speaker at the Agency's Military Reserve Meeting on 9 April 1979. Colonel Butchko will talk on the subject Cruise Missiles. Major Wade Robert from the Department of the Air Force will be the guest speaker at the 17 April 1979 meeting. Major Robert will talk on the subject General Review of Future Strategic Options. The meetings will be conducted in the auditorium at 1745. (U)

Harry E. Fitzwater

Harry E. Fitzwater

Att

~~SECRET~~

Orig & 2 - Adse

1 - DD/OP/SP

1 - DD/OP/R&P

1 - DD/OP/P&C

1 - C/SAS

1 - D/OP Chrono

1 - D/OP Subj File

EA-OD/Pers:kav (4 Apr 79)